

City of South Bend

Administration & Finance Policy Manual



1.1 Policy Statement

Effective: January 1, 2010

Purpose: This statement defines the practice and protocol for establishing statements of policy and procedure within the Administration & Finance Department of the City of South Bend.

Scope: This statement applies to all governmental units, enterprise operations, and operations of the City of South Bend.

Responsibility: This statement is the responsibility of the Controller of the City of South Bend. Changes or revisions to this statement are affected only with the consent and approval of the Controller.

Effective Date: This statement is effective January 1, 2010.

1.0 Policy Statement

The City of South Bend, Department of Administration & Finance, will establish policies and procedures, for the purpose of creating a mechanism for sound fiscal control of the assets and operations of the city.

Policies and procedures will be established under the direction of the Controller, will be subject to acceptance and approval of the Mayor of the City of South Bend, and will be ratified and approved, when required by Indiana statute, by the Common Council of the City of South Bend.

2.0 Establishment of Policy

The Administration & Finance Department of the City of South Bend will establish and maintain policy statements concerning the Financial, Purchasing, Human Resource and Information Technology activities of city operations.

The policies and procedures established will apply to all governmental units, enterprise operations, and operations of the City.

Public Safety operations, may, implement additional policies and procedures with respect to Human Resource affairs, whereby, any additional policy and procedure represents an increased security or requirement of public safety employees, in the best interest of public safety in the City of South Bend.

Approved By: City Controller

Approved By: Mayor